

PROPOSAL TEMPLATE

NGO Grant Application

A practical concept and proposal outline for climate, conservation, and food-security funders

What this resource provides

A fill-in structure for connecting an environmental monitoring activity to a funder's outcomes, budget, learning plan, and safeguarding requirements.

Prepared for environmental decision-makers | August 2026

Before you write

Read the funder's call, theory of change, eligible-cost rules, geography, and attachment requirements first. This template helps organize a credible monitoring component; it does not replace the funder's forms.

Use plain language for the problem and beneficiary sections, and technical precision for the data, validation, and learning sections. Distinguish what your organization knows from what the grant will test.

- Funder and call: [complete]
- Project period and geography: [complete]
- Lead organization and partners: [complete]
- Target communities, ecosystems, or institutions: [complete]

1. Problem and opportunity

[Describe the environmental or livelihood problem, who is affected, what evidence shows the need, and why the proposed intervention is timely. Explain the gap in current monitoring or decision support.]

- Problem statement: [complete]
- Baseline evidence and source: [complete]
- Equity and inclusion considerations: [complete]
- Why this approach and why now: [complete]

2. Outcomes, activities, and monitoring

[Describe the change the project will make, the activities that contribute to it, and the indicators that will show progress. If satellite observations are used, describe them as one evidence stream alongside field, administrative, or community knowledge.]

- Outcome 1 and indicators: [complete]
- Activity and responsible partner: [complete]
- Satellite or GIS evidence: [area, period, method]
- Field validation and community feedback: [complete]

3. Learning and adaptive management

[Explain how the team will review results, respond to unexpected signals, and share learning. State who can change activities, how often review happens, and how affected communities can challenge or correct the evidence.]

- Learning questions: [complete]
- Review cadence and decision owners: [complete]
- Feedback and grievance route: [complete]
- Knowledge products and audiences: [complete]

4. Safeguarding, data, and risk

[Describe safeguarding, privacy, informed participation, data minimization, access controls, and the risks of misinterpreting or misusing maps. Include operational risks such as cloud cover, missing data, connectivity, and partner capacity.]

- Safeguarding lead and process: [complete]
- Data protection and retention: [complete]
- Environmental and social risks: [complete]
- Risk register and mitigations: [attachment or table]

5. Budget and sustainability

[Connect each budget line to an activity and output. Explain co-financing, partner contributions, recurrent costs, and how the monitoring capability will continue or be responsibly closed after the grant.]

- Personnel and technical support: [complete]
- Field validation and participation: [complete]
- Data, travel, training, and equipment: [complete]
- Sustainability and exit plan: [complete]

Funder-readiness check

- ☐ The proposal answers the call's questions in the requested order and format.
- ☐ Indicators have a baseline, target, source, frequency, and owner.
- ☐ Community participation and safeguarding are specific, not boilerplate.
- ☐ The budget matches the workplan and includes realistic validation costs.
- ☐ Claims about impact are proportional to the evidence and project duration.

Important note

Adapt this outline to the funder's rules. Do not include identifiable community or beneficiary information unless it is necessary, lawful, and appropriately protected.